

1st, November 2021

Information for interested parties (Education and Research)

University Public Corporation Osaka
President Yoshiki Nishizawa

Positions Opening for Part-Time English Lecturer

We are pleased to announce that we are recruiting part-time lecturers to teach English as a common subject at Osaka Metropolitan University which is due to open in April 2022.

Details

1. **Institution** Osaka Metropolitan University
<https://www.upc-osaka.ac.jp/new-univ/en-research/>
2. **Job title** Part-time lecturer
3. **Number of positions available** Multiple positions are available.
4. **Place of work** Nakamozu Campus (1-1 Gakuen-cho, Naka-ku, Sakai City, Osaka)
<https://www.osakafu-u.ac.jp/en/info/access/>
5. **Area of expertise (Research field)** English language teaching and related fields
6. **Job description**
 - 1) Teaching "University English 1B" and "University English 2B" classes
 - ※ These are compulsory courses in the first and second semesters of the first year to be taught by native or international speakers of English.
 - ※ University English is a four skills course and the 1B and 2B classes focus mainly on listening and speaking.
 - 2) Depending on the applicant's field of specialization and ability, other English classes may be offered.
7. **Working days**

There are 15 teaching weeks in both the first and second semesters.
In addition, there may be supplementary classes and final examinations as determined by the University.

The University English 1B and University English 2B courses will be held on Mondays and Wednesdays between the first and third periods.

The number of classes to be taught will be adjusted according to the days and times that applicants are available.

In addition to the University English courses listed above, other courses to be held in English may be offered on Tuesdays and Thursdays from 1st to 5th periods.

Time Table

1st period	9:00~10:30
2nd period	10:45~12:15
3rd period	13:15~14:45
4th period	15:00~16:30
5th period	16:45~18:15

8. Term of employment

1st April 2022 – 31th March 2023 (with the possibility of yearly contract renewal)

9. Terms and conditions

In accordance with the rules and regulations of the organization.

(The following is a selection of terms and conditions.)

1) Salary

Salary: 12,100 yen/1 class (90-minutes), the total for 16 weeks (15 lessons and the examination (1 week)) is 193,600 yen.

※ For example, 4 weeks of classes conducted in April, will be paid in the following month (May) (12,100 yen x 1 class x 4 weeks = 48,400 yen).

Commuting Allowance:

For those who use public transportation, the round-trip cost of the approved route will be paid in the following month for each day that classes are taught on campus.

If the 17th of the month falls on a Saturday, the payment will be made the day before; if the 17th falls on a Sunday, the payment will be made the day after.

Salary increase: None

Retirement allowance: None

2) Renewal of contract

The contract may be renewed on a year-by-year basis, depending on work performance, adherence to rules, conditions and standards of the university and the courses offered in the following year.

A permanent part-time employment contract in accordance with the Labor Contract Act can be applied for after five years.

3) Termination of employment

Employment will be terminated if the yearly contract is not renewed. This will be based on work performance and adherence to rules, conditions and standards of the university.

4) Holidays

Saturdays, Sundays, national holidays, year-end and New Year holidays (Dec. 29th - Jan. 3rd), and days when there are no classes to be taught.

In addition to the make-up period at the end of each semester, make-up classes may be held on days other than the regular working days, or on Saturdays and national holidays with the prior agreement of the university.

5) Leave

- Annual paid leave (granted in proportion to the number of days worked)
 - ※ For example, if you work two days a week, you will be entitled to three days' holiday on hire.
- Special leave (child care leave, nursing care leave, bereavement leave, etc.)
 - ※ In the event of a leave of absence or cancellation of classes, it is essential that make up classes are provided.

6) Social insurance

Workers' accident compensation insurance is provided.

※ Other details will be provided separately in the labor contract.

10. Qualifications

1) Educational background

Master's or Doctoral degree or equivalent qualifications obtained either in Japan or overseas, preferably specializing in education or an education-related field.

※ Cambridge DELTA or CELTA or other equivalent teaching qualifications may be considered alongside other degrees.

2) Employment history

Experience in teaching English at a university or equivalent institution.

3) Target

Native speakers of English or those with equivalent English language skills.

Applications from international speakers of English who have native level proficiency will be considered.

4) Other

Applicants must have a level of Japanese language ability that allows them to function in the workplace.

11. Application documents

Application documents must be submitted as printed, hard copies by regular post. Applications made by email will not be considered.

Please prepare the following documents 1) to 3).

1) Cover letter (No forms designated)

2) Confirmation of availability (Use the designated form)

A document to confirm the days and times that applicants are available to attend classes is provided. This must be used.

Please check " ○ " for the days and times that you are available to attend classes at the time of application, and submit this form with the other documents.

3) Curriculum Vitae (No forms designated)

Please include

Personal details: your name, date of birth, postal address, telephone number, e-mail address,

Educational background: from high school onwards showing the name of the institutions, dates you attended and the names of the degrees you have been awarded,

Employment history: the names of the companies (university, faculty, department, etc.) where you have worked, the dates of employment, the name of the subjects you have been in charge of, the number of classes you have taught per year and a summary of other responsibilities, if any,

Details of any awards you have received,

Research achievements: list all research achievements including academic papers, single-authored or co-authored books, or conference presentations, showing date of publication and whether it has been peer-reviewed.

Teaching philosophy: A short statement outlining your beliefs about teaching and learning English at university level in Japan.

Please provide the contact details of two references including a past and current employer.

※ Please note that we will not be able to respond to any enquiries as to whether your application has been received or not.

※ Incomplete applications may not be considered.

※ Please note that no application documents will be returned.

※ All the application documents will be treated as confidential and thus will be processed properly.

12. Submission address

All application documents must be sent to the following address.

〒599-8531

大阪府堺市中区学園町1番1号（B3棟1F事務室）

大阪府立大学 高等教育推進機構(英語公募係) 御中

(Office on the 1st floor of Building B3, 1-1 Gakuen-cho, Naka-ku, Sakai City, Osaka
Prefecture 599-8531, Japan
Osaka Prefecture University, Faculty of Liberal Arts and Sciences
(English Recruitment Section))

13. Application deadline

3rd December 2021

Applications received after this time will not be reviewed.

14. Selection process

All applications will be reviewed equally. Only successful applicants will be contacted for interviews which will be conducted face-to-face or online.

※ All part-time teachers will be expected to attend an orientation meeting to be held on campus. This is scheduled to be held at the end of March, and details will be provided later.

15. Enquiries only should be addressed to

e-mail address OMU_EnglishTeacherRecruit@ml.osakafu-u.ac.jp

Applications made by email will not be considered.